

~~CONFIDENTIAL~~

### **Procedural Steps in Janis Name Editing**

#### **I. Base Map:**

- a. Check outline of suggested base map with latest sources covering area to see if shore line, drainage, etc.... agree.
- b. Choose 400 to 800 names, which will be processed for base map keeping in mind the type feature needed in the 11 chapters: trading centers, coastal features, civil divisions, natural defense features on boundaries, etc....
- c. Prepare name overlays and list of names by type for stick-ups.
- d. Check printed blue line for errors.
- e. Draw up correction sheet for base map.

#### **Name search for contributors:**

Check preliminary name lists submitted by contributors. Many of these names appear only on very detailed, large scale maps, detailed census lists, coast pilots or sailing directions and original navigation charts. May require transcription or transliteration if they appear in non-Roman or non-alphabet languages. Requires map and language interpretation.

#### **II Editing:**

Edit names appearing on all maps, in all chapters, and in caption lists for photographs. Prepare list of generic terms used in chapters.

##### **a. Maps:**

Determine if the name is correctly applied to the right feature and if the name is correctly spelled.

##### **b. Text:**

According to the description determine if the name is correctly used and correctly located in relation to surrounding features.

Determine if the name is correctly spelled and that the same form of the name is consistently used throughout the manuscript.

In specified chapters tie up the BGN approved name to the name used on strip maps and/or the name used on Hydrographic Office charts.

##### **c. Illustration Captions:**

Make certain that the caption agrees with references in the picture and that the picture agrees with the subject of the text.

**III Gazetteer:**

Make gazetteer of all place names mentioned in chapters and of variant names found for those place names on maps and other materials. Add latitude and longitude description and descriptive terms (town, lake, mountain, etc.). Type gazetteer and forward to Janis.

**6/27/47**

Statements in Justification of Centralized Name Editing  
of Janis Manuscript and Related Materials

1. Individual contributing agencies could not possibly achieve the same quality of editing at a comparable overall cost.

The BGN carries on a highly specialized operation with trained scientific and clerical personnel. This technical "know-how" is not duplicated elsewhere in or out of the Federal Government. Mass methods developed over a period of years in one technical field make low costs possible. Unique geographic name resources of card files, library and systems have been built for just such purposes as exemplified by Janis editing. Were each agency to edit its own names it would in effect need a duplicate of the organization of the BGN.

2. Name Editing by individual agencies would not achieve the singleness of reference obtained in the centralized editing of one responsible office such as BGN.

The great variety of source materials used in joint intelligence compilation such as Janis studies makes mandatory the deposition of responsibility in a single agency which can make certain the consistency of usage so vital in the work. Names used by one agency for a feature or place would in many cases not be recognizable as the same name applied by another agency. Not only is there inner consistency within a study but there is consistency with all other intelligence, map, and other editing performed by the BGN or according to its procedures and policies.

3. The gazetteer should be compiled by the same agency responsible for name editing.

The present system of editing makes certain the identification and inclusion in the gazetteer of every feature named in the study text. No other method would achieve this result.

4. Just as Janis name editing provides geographical name information for other agencies; so also does geographical name work for other agencies assist in the name work of Janis.

This is possible, of course, only through the centralization of the function. No name work for any agency no matter what the character of such work is thereafter lost to BGN. A highly developed central name card file complete with cross-references and other tools makes this possible.

Detail on a typical Janis study (by actual count).

Names on base map	843
Total names processed ( <u>main</u> entries in gazetteer)	8,433
Total cross reference entries in gazetteer	8,668
Total all entries in gazetteer	9,500
Names in text, maps, photographs, etc.	34,404

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Percentage of Total Names by Chapter in a Typical Janis Study.

Chapter

1.	7
2.	6
3.	5
4.	4
5.	15
6.	11
7.	16
8.	-
9.	8
10.	11
11.	9
12.	5
13.	1 (Gazetteer)

Base Map .....	2
	<u>100%</u>

Cost Analysis; AMS-BCN Work Assignment No. 3. (Janis)

Average Cost per Janis (all Janis studies)	\$ 7,480.00
Average Cost per name (all Janis studies)	.20.9
Average Yearly Cost (based on 6 studies per year)	45,000.00